

Message

From: Kasman, Mark [Kasman.Mark@epa.gov]
Sent: 5/23/2017 4:48:34 PM
To: Ferguson, Lincoln [ferguson.lincoln@epa.gov]
BCC: Nishida, Jane [Nishida.Jane@epa.gov]
Subject: Re: Updated Timeline for Rome Briefing Book

Awesome! Thanks.

Sent from my iPhone

On May 23, 2017, at 10:58 AM, Ferguson, Lincoln <ferguson.lincoln@epa.gov> wrote:

Yes, will have them to Jane by Friday.

Thanks,
Lincoln

From: Kasman, Mark
Sent: Tuesday, May 23, 2017 10:47 AM
To: Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Subject: FW: Updated Timeline for Rome Briefing Book

Lincoln,

Just checking in to make sure that we are on target for your Rome talking points to come in this Friday. Jane is looking forward to reviewing them.

Thanks, Mark

From: Doroski, Brenda
Sent: Friday, May 19, 2017 8:40 AM
To: Kasman, Mark <Kasman.Mark@epa.gov>; Phillips, Anna <Phillips.Anna@epa.gov>; Ferguson, Lincoln <ferguson.lincoln@epa.gov>
Cc: Finman, Hodayah <Finman.Hodayah@epa.gov>; Besch, Brianna <besch.brianna@epa.gov>
Subject: Updated Timeline for Rome Briefing Book

As discussed, below is an updated timeline for the development of the Rome briefing book reflecting the revised departure dates of Mark and the delegation.

1. <!--[if !supportLists]--><!--[endif]-->Brenda/Anna to provide Jane and Mark with draft briefing book (with as much info as available and placeholders identifying who be providing missing info) by **COB Wednesday, 5/17 -- completed**
2. <!--[if !supportLists]--><!--[endif]-->Brenda to provide Lincoln with access to draft briefing papers on OneDrive site by **5/19 -- completed**
3. <!--[if !supportLists]--><!--[endif]-->Jane and Mark to provide comments on briefing book to Anna by **COB Monday, 5/22**

4. <!--[if !supportLists]--><!--[endif]-->Lincoln to provide talking points for Jane's review as soon as possible and no later than **Friday, 5/26**
5. <!--[if !supportLists]--><!--[endif]-->Anna/Brenda to make changes and provide Mark with revised book on **Tuesday, 5/30** (his last day in office)
6. <!--[if !supportLists]--><!--[endif]-->Complete production of briefing books (2 AO, Jane, Mark and OITA copy) by **COB Wednesday 5/31** (with placeholders for any missing information)
7. <!--[if !supportLists]--><!--[endif]-->Brenda to provide Jane and AO "final" briefing books on **Friday, 6/2**

Note:

Brenda on travel May 22 – 26

Anna on leave May 18 – 22, June 1 - 5

Brenda Doroski

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